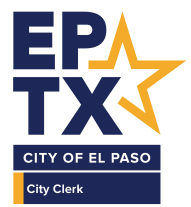


**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
AGENDA SUMMARY FORM**



**DEPARTMENT:**

**AGENDA DATE:**

**CONTACT PERSON NAME**

**PHONE NUMBER:**

2nd CONTACT PERSON

**PHONE NUMBER:**

3rd CONTACT PERSON

**PHONE NUMBER:**

**DISTRICT(S) AFFECTED:**

**STRATEGIC GOAL:**

**SUBGOAL:**

**SUBJECT:**

**COMMUNITY AND STAKEHOLDER OUTREACH:**

**REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:**

NAME	AMOUNT (\$)	DATE

**BACKGROUND / DISCUSSION:**

**PRIOR COUNCIL ACTION:**

**AMOUNT AND SOURCE OF FUNDING:**

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

**WHEREAS**, District 2 desires to hire a Part-time Administrative Specialist employee for the Office of District 2 for a period not to exceed 20 hours per week;

**WHEREAS**, the hiring of a part-time employee will assist District 2 in the City goal to promote transparent & consistent communication amongst members of the community;

**WHEREAS**, the use of the expenditure of discretionary funds of District 2, shall not exceed \$3,000.00 for payroll purposes of a Part-time Administrative Specialist;

### NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

This expenditure would serve the municipal purpose to promote transparent & consistent communication amongst all members of the community by fostering and encouraging open communication of current and future projects to our citizens; and

Further, that the City Manager, or designee, be authorized to effectuate any budget transfers and execute any contracts and/or related documents necessary to ensure that the funds are properly transferred for payroll purposes.

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2025.

CITY OF EL PASO:

\_\_\_\_\_  
**Renard U. Johnson**  
Mayor

ATTEST:

\_\_\_\_\_  
**Laura D. Prine**  
City Clerk

APPROVED AS TO FORM:

*Sarah L. Hartnett*

\_\_\_\_\_  
**Sarah L. Hartnett**  
Senior Assistant City Attorney